



Recommendation for Action

File #: 19-2373, **Agenda Item #:** 40.

8/22/2019

Posting Language

Authorize negotiation and execution of a multi-term contract with International Institute for Learning Inc., to provide project management professional development training, for up to five years for a total contract amount not to exceed \$400,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Austin Energy.

Fiscal Note

Funding in the amount of \$80,000 is contingent upon approval of the Fiscal Year 2019-2020 Operating Budget of Austin Energy. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued a Request for Proposals (RFP) 1100 PAB3001 for these services. The solicitation was issued on January 21, 2019 and it closed on February 19, 2019. Of the five offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Sollicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=129131)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=129131>.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or

AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Paula Barriffe, at 512-322-6118 or Paula.Barriffe@austinenergy.com <<mailto:Paula.Barriffe@austinenergy.com>>.

Council Committee, Boards and Commission Action:

July 15, 2019 - Recommended unanimously by the Electric Utility Commission on a 10-0 vote, with Chair Ferchill absent.

Additional Backup Information:

The contract will provide professional development training for Austin Energy project management staff. Project managers at Austin Energy are required to obtain and maintain Project Management Professional (PMP) certification, which is a globally recognized standard. The contractor will provide online training as well as classroom training at Austin Energy facilities. Course material will be specific to Austin Energy's needs, focusing on the management of construction, installation, design-build, information technology, and professional services projects.

Project Management Professional (PMP) certification signifies that employees have the requisite knowledge and skills needed to manage a diverse set of projects, in a structured, repeatable format. It ensures that the employee is adept in stakeholder management, communication management, scope management, budget management, schedule management, and change management, among other areas. Austin Energy currently retains a staff of approximately 70 employees with PMP certification.

The current contract expires on August 11, 2019. The recommended contractor is the current provider for these services.

An evaluation team with expertise in this area evaluated the offers and scored International Institute for Learning Inc. as the best to provide these services based on experience and qualification, proposed solution and program plan, price, local business preference, and service disabled veteran business enterprise.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	1 yr.	\$ 80,000
Optional Extension 1	1 yr.	\$ 80,000
Optional Extension 2	1 yr.	\$ 80,000
Optional Extension 3	1 yr.	\$ 80,000
Optional Extension 4	1 yr.	\$ 80,000
TOTAL	5 yrs.	\$400,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.